

Live Classroom Wimba Tutorial – Uploading Content to Wimba using the Vista File Manager

Introduction

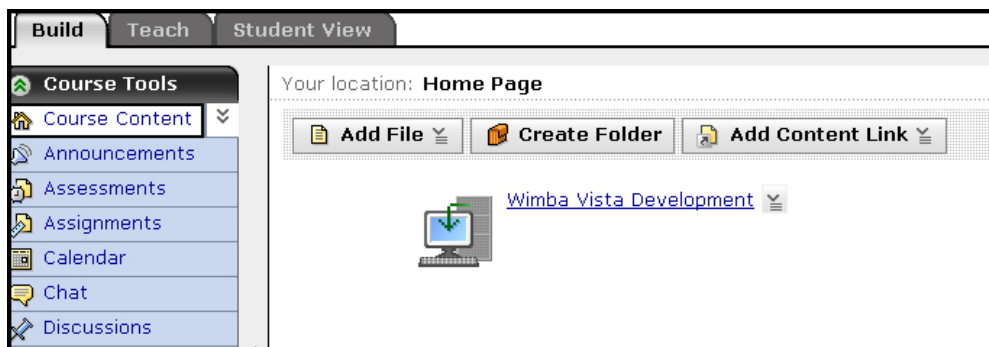
In Wimba there are two ways to add content to Wimba Live Classroom. The first way is done through the file manager in Vista; the second is through the **add manage content link** in Live Classroom. This tutorial will focus on the first way. In order to do this, one has to upload the content in the Vista file manager before adding it to the Wimba software. This method creates a back up because Vista saves files through many semesters, while Wimba starts new at the beginning of every semester.

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Getting Started

1. Sign into Vista and open your homepage. Make sure that you are in the **Build** tab. If you are in the Teach tab, or the Student View tab you will not be able to perform these functions.

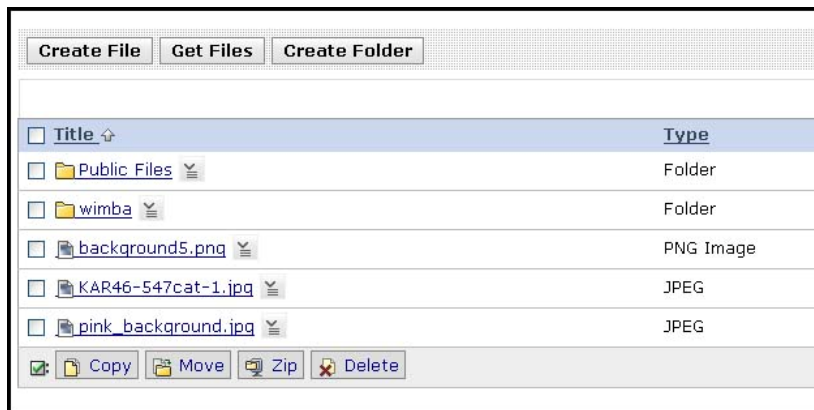


2. Locate the designer tools on the bottom left side of the page. On this list of tools click on the **File Manager** icon.



Adding a File to Vista

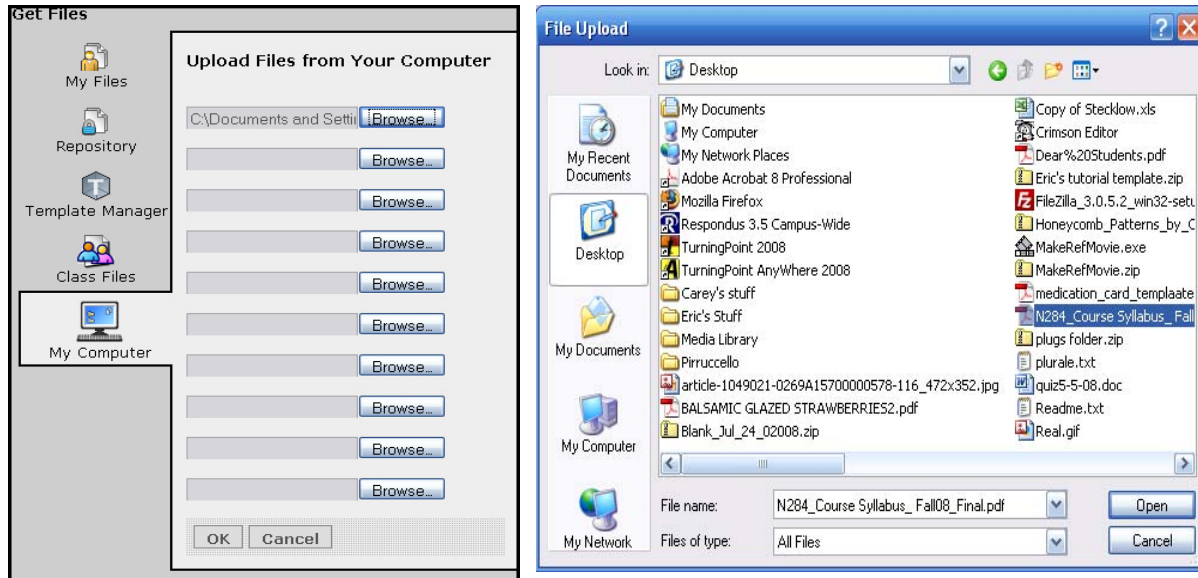
1. In the build tab, when you first click the **File Manager** button it will show you a new screen that has a list of all of the files you have already uploaded to your Vista Page.



2. To upload content here, click on the **Get Files** button at the top left of page.

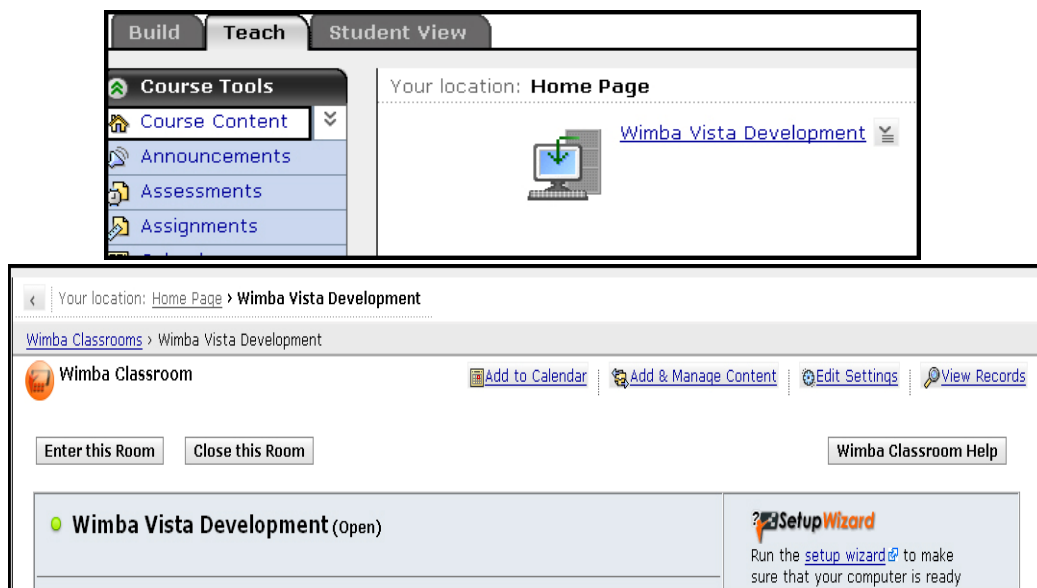


- Most of the time your file will be located somewhere on your computer or a jump drive. Select **My Computer**, and then click the **Browse** button. You will see a file upload window. From here, depending on where your file is, locate your file and click **Open**. Click **Ok** and your file will be uploaded into your file manager.



Uploading Files to Wimba

- When you have finished uploading your content to the Vista file manager, click on the **Teach** tab. This will bring you back to your homepage. Click on the Wimba Classroom link.



- At the top of the page click **Add & Manage Content**.
- Now, click **Add File Manager Content to the Room**.


Add & Manage Content

Menu

[Add File Manager Content to the room](#)
Upload a file from the File Manager into the Room







[Add & Manage Room Content](#)
Add new content and/or manage existing Room content

- There are three steps to this process first, from the list, click on the file that you previously uploaded.

 **Wimba Classroom File Upload**

Follow these three steps to upload content from the File Manager to your Wimba Classroom:

1. Select the file you want to upload

Name	Type	Size	Last Modified
 wimba	FOLDER		9/22/08 11:10 AM
 Public Files	FOLDER		9/2/08 8:36 AM
<input type="radio"/>  KAR46-547cat-1.jpg	FILE	8 KB	9/4/08 10:26 AM
<input type="radio"/>  pink_background.jpg	FILE	9 KB	9/4/08 10:29 AM
<input type="radio"/>  background5.png	FILE	102 KB	9/4/08 10:28 AM
<input checked="" type="radio"/>  N284_Course Syllabus_ Fall08_Final.pdf	FILE	75 KB	9/12/08 2:48 PM

- Next, select an existing folder from the drop down window. Or create a new one. In Wimba, these folders will be used to store your files.

2. Select the Wimba Classroom folder where you want to upload the new content:

Select existing folder: 

Delete folder content

New folder:

-- Select --

default

Put_Video

Careys_Wimba_folder

3. Submit

- If you do not already have a folder, create a new one by typing in a simple name in the **New Folder** space. Do not use any spaces, or punctuation. When you are finished, submit the file by clicking **Upload**.

2. Select the Wimba Classroom folder where you want to upload the new content:

Select existing folder: -- Select --

Delete folder content before uploading the content

New folder: Week1

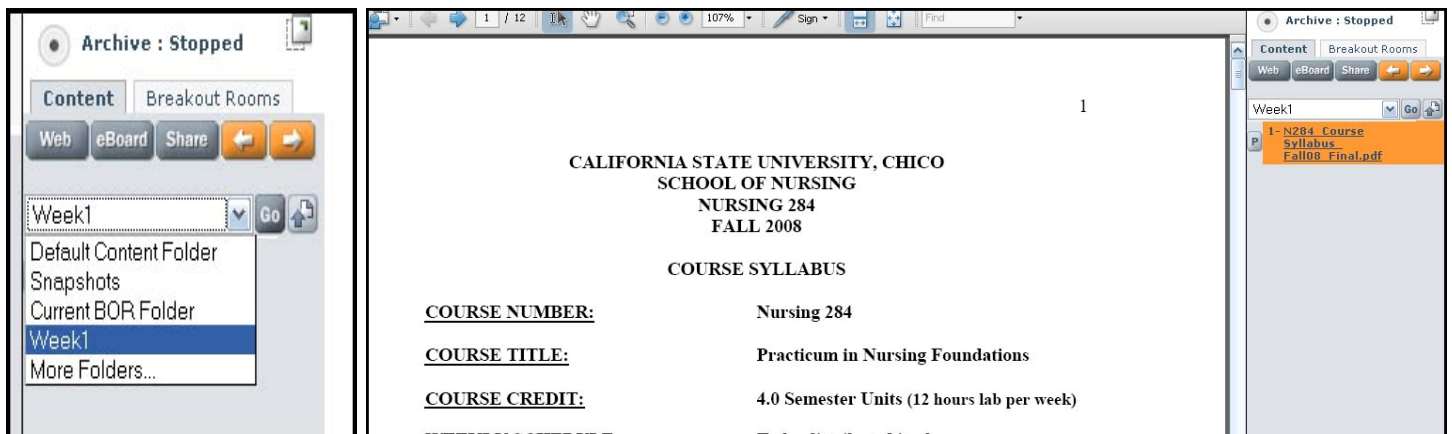
3. Submit

Checking Your Work

- From the Wimba classroom homepage. Click **Enter this room**. It may take a few minutes to load.



- Once loaded, there will be a section on the right side that says **Default Content Folder**, open the drop down menu and choose the file you want; it will upload for you. Click **Go** and the newly uploaded content will be there.



Archive : Stopped

Content Breakout Rooms

Web eBoard Share

Week1 Go

Default Content Folder

Snapshots

Current BOR Folder

Week1

More Folders...

1 / 12 107% Sign Print

1

CALIFORNIA STATE UNIVERSITY, CHICO
SCHOOL OF NURSING
NURSING 284
FALL 2008

COURSE SYLLABUS

COURSE NUMBER: Nursing 284

COURSE TITLE: Practicum in Nursing Foundations

COURSE CREDIT: 4.0 Semester Units (12 hours lab per week)

Archive : Stopped

Content Breakout Rooms

Web eBoard Share

Week1 Go

1- N284_Course Syllabus Fall08_Final.pdf